

## ASSA COUNCIL MEETING MINUTES

<b>DATE</b>	10 Oct 2017	<b>TIME</b>	19:30 to 20:30	<b>VENUE</b>	Via Skype
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### ATTENDANCE

#### Council

#### Role

Case Rijdsdijk	President, Garden Route Centre Chair, MNASSA Editor (Chair)
Chris Stewart	Vice President, Instrumentation Section Director
Dr Ian Glass	Council Member
Clyde Foster	Council Member, Shallow Sky Section Director
Lerika Cross	Secretary
Mike Hadlow	Chair - Durban Centre
Jerome Jooste	Chair – Johannesburg Centre

#### Appointees

Auke Slotegraaf	SGAS Editor, Deep Sky Section Director
Percy Jacobs	Spectroscopy and Photometry Section Director
Allen Versfeld	Imaging Section Director
James Smith	Web Manager

### Apologies (a) /Absent

Dr Pierre de Villiers	Vice President
Adv AJ Nel	Treasurer
Bosman Olivier (a)	Membership Secretary
Eddy Nijeboer (a)	Chair - Cape Centre
Prof Matie Hoffman	Chair - Bloemfontein Centre
Dr Claire Flanagan	Convenor of Scholarships
Dave Blane (a)	Double and Variable Stars Section Director
Chris de Coning	ASSA Archiving, Astronomical History
Kos Coronaios (a)	Observing Director
Dr Christian Hettlage (a)	Web Master
Johan Smit	Chair –Pretoria Centre, Outreach and Dark Sky Section Director
Steffan Devos	Acting Chair - Midlands Centre

#### ASSET (for distribution)

Tim Cooper	For ASSET Trustees
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	Agenda	Discussions / Decisions / Actions (in bold)
1	Welcome	C Rijdsdijk welcomed everyone to the 1 <sup>st</sup> ASSA Council meeting for 2017/18 year.
	Apologies	Apologies received are noted in the minutes.
2	Previous Minutes	<b>Previous Minutes of Meetings and Agenda</b> The meeting accepted the minutes of Council meeting held 6 June 2017 (attached)
	Agenda	The agenda items as proposed were accepted
	Matters arising	Note: Actions arising from previous minutes are <i>in italics</i> . Actions are underlined Outcomes from the Finance Sub-Committee meeting held 26 September 2017 are included and denoted as <i>(26 Sep FSC)</i>
3	AGM wrap up	<b>3. AGM 2016 17 wrap up</b> J Smith confirmed that that the AGM Minutes, list of ASSA Council and Appointees 2017 18 and all reports submitted for the AGM were placed on the website <a href="http://assa.sao.ac.za/about/council-and-officers/agm-reports/">http://assa.sao.ac.za/about/council-and-officers/agm-reports/</a> :

## ASSA COUNCIL MEETING MINUTES

		<ul style="list-style-type: none"> <li>- Council report by the President</li> <li>- President's AGM address</li> <li>- Report on Scholarships</li> <li>- ASSET Trustees update to the AGM</li> <li>- Astrophotography section report</li> <li>- Deep-sky section report</li> <li>- Double and Variable Star section report</li> <li>- Historic section report</li> <li>- Instrumentation section report</li> <li>- Observing and Outreach report</li> <li>- Photometry and Spectroscopy report</li> <li>- Shallow sky section report</li> <li>- President's Baton</li> </ul> <p>C Rijdsijk noted that the reports were also published in the August MNASSA.</p>
4	ASSA Comms	<p><b>4. ASSA Communication</b></p> <p><b>4.1 Communications document (dd 170725)</b> It was agreed that Communications document be reviewed annually and refreshed as necessary. <u>L Cross</u> to send request to Council and Appointees to review the content as it relates to their roles, send invite for Skype session and request feedback by end October.</p> <p><b>4.2 Planned astronomical related activities on the ASSA website</b> (6 June '17) <i>The outcome of meeting held 30 May on recording planned activities on the website was accepted. <u>L Cross</u> to send request for input on all planned activities from Centre Chairs and Directors in the format agreed. P de Villiers asked that <u>all Centres</u> - that have a link to a newsletter - send their website link to L Cross. All <u>Centres</u> should have links to the ASSA site on their websites.</i> It was noted that feedback was received from two Centres only. It was proposed that <u>L Cross</u> send follow-up request to Centre Chairs and Directors and arrange for Skype session if required and request feedback by end October. A Slotegraaf noted that he receives relevant information from Centres for the SGAS and this can also be used to publish on the ASSA website.</p>
5	ASSA SGAS	<p><b>5. ASSA Publications - SGAS</b></p> <p><b>5.1 Increased SGAS 2018 price</b> (6 Jun 17) <i>It was agreed that the ASSA income from SGAS royalties be ring fenced and used for causes such as assisting ASSA Symposium every 2 years</i> (26 Sep FSC) <i>The increased selling price that Struik will sell SGAS 2018, was confirmed as R140, a R15 increase from R125. The selling price to ASSA will be R70 and a discount on the first 300 at R17.25 plus postage (<u>AJN</u> to confirm).</i> <i>Royalties are payable in March and September each year. An estimate of the potential royalties is ~ R10 000. It is proposed 50% of the additional royalties resulting from the higher selling price of SGAS be earmarked for respectively special projects and the ASSA symposium.</i> The outcomes from the Financial Sub-Committee meeting held 26 Sep were noted.</p> <p><b>5.2 SGAS 2018</b></p> <p>5.2.1 Orders deadline and availability <u>L Cross</u> to ask <u>AJ Nel</u> regarding order requests / invoicing to Centres for SGAS 2018. A Slotegraaf confirmed that SGAS 2018 will be available to the public early November.</p> <p>5.2.2 Orders for outreach purposes A Slotegraaf asked if it was possible to order SGAS via AJ Nel to Struik at the reduced</p>

## ASSA COUNCIL MEETING MINUTES

	MNASSA	<p>price for outreach purposes provided that none are sold on. (AJ Nel)</p> <p>5.2.3 SGAS 2019 – Editor appointment, remuneration (26 Sep FSC) <i>AJ Nel confirmed SGAS 2018 Editor remuneration. Increase for SGAS 2019 was accepted. The first payment is in March '18</i> The outcome from the Financial Sub-Committee meeting held 26 Sep was noted.</p> <p><b>5.3 MNASSA – Sabinet “royalties”</b> (26 Sep FSC) <i>AJ Nel reported that an instruction was received from Sabinet asking for an invoice to be sent for the amount they gave. Payment is expected mid-Oct. The same split of income as previous year was agreed for C Rijdsdijk, I Glass, W Koorts (AJN to confirm)</i> The outcome from the Financial Sub-Committee meeting held 26 Sep was noted.</p> <p><b>5.4 Any other matter relating to ASSA Publications</b> I Glass noted a new publication (by B Dickson) in <i>Nightfall</i>, the official newsletter of the Deep-Sky Observing Section. See <a href="http://assa.sao.ac.za/sections/deep-sky/nightfall/">http://assa.sao.ac.za/sections/deep-sky/nightfall/</a></p>
6	Scholarships	<p><b>6. Scholarships</b> (26 Sep FSC) <i>Amounts to be available for 2018 scholarships including Cooke Scholarship. ASSA was responsible for the administration of four scholarships in 2017</i></p> <ul style="list-style-type: none"> <li>- 1 x ASSA scholarship, 2017 value R17,500</li> <li>- 3 x HartRAO / ASSA scholarships, 2017 value R16,000 each</li> </ul> <p><i>New 2018 Cooke Scholarship:</i> <i>Based on the information provided by AJ Nel, the sub-committee agreed that ideally all scholarships amounts to be R20 000 per 2018 scholarship.</i> <i>To be confirmed at the next Council meeting (AJ Nel)</i> <i>The information for 2018 Scholarships is to be placed on the ASSA website page and also in MNASSA, after the next Council meeting. C Flanagan to provide copy for publishing. Scholarship application dead line is 1 Feb 2018</i> The outcomes from the Financial Sub-Committee meeting held 26 Sep were noted and confirmation is awaited from <u>AJ Nel</u> to inform C Flanagan.</p>
7	Membership	<p><b>7. Membership</b> <b>7.1 ASSA Country Membership 2018/19</b> (26 Sep FSC) <i>Increase in subscription fee was discussed. The guidance in the Constitution: COUNTRY MEMBERS</i></p> <p><i>1.17 The council may in its sole discretion accept as members persons' whose circumstances prohibit regular attendance at local meetings provided that any membership fees payable by such members shall be limited to the total cost of the benefits provided to such members.</i></p> <p><i>1.18 Country members shall accrue all rights afforded to members of the society.</i></p> <p><i>The current membership fee is R50 joining fee and R65 membership fee for the year 1 July to 30 June 2018. There is no requirement that the amount needs to be ratified at the AGM. It is therefore proposed that the new fees must be agreed by Council by 1 June 2018 in order to send out renewal notices for the following year. To be confirmed at the Council meeting.</i></p> <p>Council accepted the outcomes from the FSC meeting held 26 September.</p>
8	Governance	<p><b>Governance</b> <b>8.1 Amendments to the ASSA Constitution</b> (6 June '17) <i>Council accepted the updated version of the Constitution and requested that it</i></p>

## ASSA COUNCIL MEETING MINUTES

		<p><i>be placed on the website. The Constitution will be ratified at the AGM in August</i></p> <p><u>AJ Nel</u> to confirm that the file titled “2017-06-10 ASSA Constitution (Final)” is the final version of the Constitution and is in fact the version on the website at <a href="http://assa.saa.ac.za/wp-content/uploads/sites/23/2013/06/2017-06-10-ASSA-Constitution-Final.pdf">http://assa.saa.ac.za/wp-content/uploads/sites/23/2013/06/2017-06-10-ASSA-Constitution-Final.pdf</a></p>
9	Financial Matters	<p><b>9. Financial Matters</b></p> <p><b>9.1 ASSA Financials 2017</b>  <i>(26 Sep FSC) The financial report was accepted at the AGM. AJ Nel confirmed with CTF Services that he is happy with financials received and asked CTFS to forward financials to R Glass for his consideration as Independent Financial Compiler. The financials to be placed on the web site once everyone has signed off on them.</i></p> <p>L Cross confirmed that the financials have been sent to R Glass who has already responded with a list of queries to which replies are being sought. (AJN, LC)</p> <p><b>9.2 Special Projects</b>  <i>(26 Sep FSC) The amount for 2018 is estimated to be ~ R25 000. To be confirmed by AJ Nel at the Council meeting. All applications to be submitted by end January each year to the Secretary and Treasurer (agreed at meeting 6 June '17). Criteria for allocation will be the same as previous years. (AJ Nel and L Cross to provide copy of these by the next Council meeting). The allocation is to be finalised by end January 2018.</i></p> <p>The outcomes from the Financial Sub-Committee meeting held 26 Sep were noted. <u>AJ Nel and L Cross</u> to retrieve the previous document sent and get Council’s approval before it is distributed.</p> <p><b>9.3 Other financial requests</b>  <i>(2 May FSC) Other requests for funding: R Glass gratuity/gift from ASSA</i>  <i>(26 Sep FSC) C Rijsdijk undertook to meet up with R Glass and offer a token of appreciation when next in Cape Town</i>  The offer from C Rijsdijk was noted.</p> <p><b>9.4 Proxima project</b>  <i>(26 Sep FSC) C Rijsdijk reported that the final plaque is now at the Johannesburg Observatory with SAASTA. AJN has re-imbursed C Rijsdijk.</i>  An article will be included in MNASSA in due course.  J Jooste noted that a stainless steel model of the Franklin Adams telescope is planned to be placed on top of the plinth.  It was proposed and accepted to now close this item as the project is complete.</p>
10	ASSA Symposium	<p><b>10 ASSA Symposium 2018 at SAAO from 9 March 2018</b>  <i>(21 Feb 17) Theme: Amateur Astronomy in the Digital Data Age – how Amateurs can do real Science. LOC: Ian Glass, Auke Slotegraaf, Case Rijsdijk, Eddy Nijboer.</i></p> <p>C Rijsdijk sent a list of speakers and proposed budget before the meeting and these are attached to the minutes. He informed that arrangements are on track and advised that the LOC will meet within the next week.</p>

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11	ASSET	<p><b>11 ASSET</b></p> <p>It was noted that an update was received from ASSET (via Tim Cooper):  “Regarding ASSET, the status quo remains the same. We are still awaiting information from the Master in Pretoria, requested in May this year, and I have already sent them three reminders. We need this documentation in order to progress the affairs of ASSET, and will notify you as soon as we are in a position to do so. Trust this explains.”</p>
12	Checklist	<p><b>12 Checklist review</b></p> <p>30 Jan            Finalise Special projects allocation  1 Feb             Scholarship application dead line  31 Mar            Closing date for nominations for: Honorary Members and Awards  15 April          Deadline for Secretary to send to Council list of nominations.  30 April          Deadline for agreement with Struik of the printing schedule for next SGAS  1 Jun              Call for nominations for Council; Annual review of website  30 Jun            Closing date for nominations for Council, receipt of Section reports, receipt of report from Scholarships Convenor, submission of items for placing on the Agenda of the AGM, Financial year end; Council to review appointment and roles of all Council Appointees including the Section Directors;  1 Jul               Submission of annual updated ASSA membership form, Country Members: Subs renewal  31 Jul             Closing date for ballot for Council nominations: Centre AGMs to be concluded before the AGM;  AGM               1<sup>st</sup> Wed Aug. 21 business days before 1<sup>st</sup> Wed in Aug: Deadline for members to receive notice  1 Oct              Appointment/Negotiations with SGAS Editor for next edition. Open negotiations with Struik</p> <p>Annual refresh of the Communications document after the AGM</p>
13	Next meeting	<p>C Risjdijk thanked everyone for their participation and closed the meeting at 20:30  Next skype meetings at 19:30:  1<sup>st</sup> or 4<sup>th</sup> Tuesday in a month is good, not 2<sup>nd</sup> and 3<sup>rd</sup> Tuesday  28 November 2017 (to set the meetings for 2018 )</p>

Minutes Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachments:**

**File Attachments:**

ASSA Minutes 170606 v4  
ASSA AGM Minutes 170802 v5  
ASSA Communication 170725  
ASSA Symposium 2018 Speakers  
ASSA Symposium 2018 Budget